

Center for Educational Performance and Information

STARR Data Manual

2018-19 School Year

Last Updated: 3/28/2019

Questions:

Email: cepi@michigan.gov

Phone: 517-335-0505 x3



Table of Contents

Introduction	5
Background	5
Index of Changes	6
Changes to Current Submission	6
STARR Reporting Year	6
Getting Started	8
STARR Application Documents	8
The Educational Entity Master	8
IHE Request for UIC Collection	8
Gaining Access to the MSDS	8
Tips for Gaining Access to the MSDS	9
Removing Access to the MSDS	9
Searching for Entity Codes	10
Getting Assistance with Data Submissions	11
Collections, Components and Characteristics	11
Collections	11
Components	11
Characteristics	11
Certification	12
STARR Fields in Alphabetical Order	13
STARR Fields	17
Academic Award Date	17
Academic Award Level	18
Academic Award Title	20
Academic Letter Grade	21
Academic Program Name	22
Academic Program Type	23
Academic Session Grade Point Average	24
Contact Hours	25
Course Academic Grade	26
Course Academic Grade Scale Code	27
Course Academic Grade Status Code	28
Course CIP Code	30

Course Credit Attempted.....	31
Course Credit Basis	32
Course Credit Earned.....	34
Course End Date	35
Course Number.....	36
Course Start Date	37
Course Subject Abbreviation.....	38
Course Title.....	39
CTE	40
Cumulative Grade Point Average	42
Date Of Birth	43
Degree CIP Code.....	44
Degree Or Certificate Seeking Student.....	45
Enrollment in Postsecondary Award Level.....	47
Entry Date	49
Ethnicity Code	50
First Name	52
Gender	54
High School Student.....	55
Last Name	57
Local Student Id	59
Middle Name	60
Military Status	61
Multiple Birth Order	63
Pell Grant.....	64
Postsecondary Enrollment Type	65
Previous Last Name.....	67
Primary Academic Level	68
Program CIP Code.....	69
Race Code.....	70
Residency Status Code	72
Session End Date	74
Session Name.....	75
Session Start Date	76
Session Type	77

Special Populations	79
State Province Code	81
Student Level	82
Student Suffix	83
Submitting Entity	85
UIC	86
Appendix A: STARR Component and Characteristics in Schema Order.....	87

Introduction

Institutions of Higher Education are required to upload a data file containing the student's academic record, in XML format, to the Student Transcript and Academic Record Repository Collection in the Michigan Student Data System. This guide identifies and defines the student population and data elements to include in your STARR Collection.

Background

When Michigan representatives agreed to accept State Fiscal Stabilization Fund dollars under the American Recovery and Reinvestment Act, they also agreed to four education assurances. One of these assurances is that the state of Michigan will connect preschool through postsecondary (P-20) education data into the labor force to evaluate effectiveness of public education at preparing students for postsecondary education and the workforce. Connecting P-20 data requires that the student Unique Identification Codes assigned and maintained by the Center for Educational Performance and Information be exchanged among institutions and used at all education levels.

To fulfill these requirements, Michigan must collect and store each student's academic record in a data application for analysis. The application is called the MSDS. The collection of these data for IHEs is the STARR. The data collected have been developed into reports that are being published on the MI School Data site.

This document is meant to serve as a guide for the STARR Collection. It is separated into sections, which cover the collection information, characteristic descriptions and appendix documents. Within this text, we will identify changes on the following table.

Index of Changes

Changes to Current Submission

Legislative changes and other issues occasionally require us to update a manual during a submission. If that happens, any changes will be noted here, allowing you to print new copies of just the affected pages.

Page Number(s)	Characteristic/ Enumeration	Edits/Changes/Removals
27	Course Academic Grade Scale Code	Changed values to 1-89, 500-507, 509, 510-515, 517, 530 and 540.

STARR Reporting Year

Each year, CEPI collects student course enrollment and completion information from your institution for students enrolled in your IHE. IHEs should report all students enrolled in courses between July 1 and June 30, as well as all awards conferred through August 31 of the current calendar year. In order to systematically ensure the STARR collection contains complete information, IHEs must include the student's entire academic record, not just what is new for this year. For example, if the student completed his/her undergraduate work and is now a graduate student, you would include the academic record for both levels not just the graduate academic record.

To accommodate the difference in summer session dates among IHEs, CEPI has added new data elements to the STARR that will provide IHEs with the flexibility to submit summer data in adherence to the session's start and end dates for their institution's academic calendar. These new data elements will require IHEs to submit start and end dates for both sessions and courses.

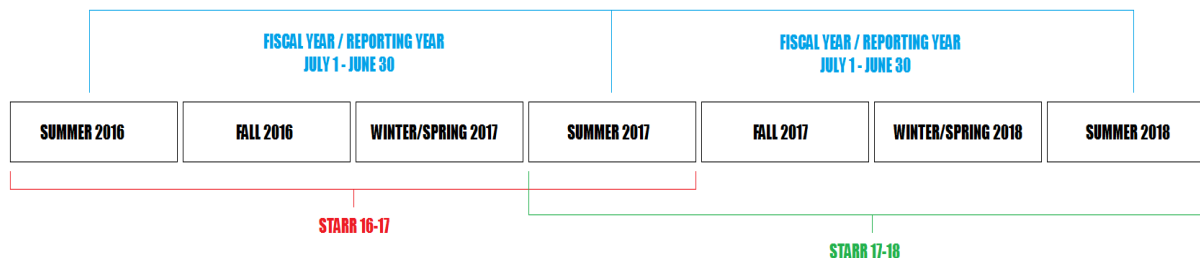
In addition to allowing IHEs to follow their own institution's calendar for academic sessions (including summer sessions), these changes will allow CEPI to extract the STARR data to align with the fiscal year. To fulfill our own reporting requirements, CEPI will report all students enrolled between July 1 and June 30, as well as all awards conferred through August 31 of the current calendar year.

Example for submitting sessions:

STARR 2017-18, submit the following sessions

- Summer 2017
- Fall 2017
- Winter/Spring 2018
- Summer 2018

The diagram below shows the difference between how IHEs will report STARR data (along the bottom) and how CEPI will be reporting enrollments from those data (along the top).



The following pages contain information concerning each STARR field, in alphabetical order, such as definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats. Additionally, CEPI has suggested validation checks the IHE can perform prior to submitting the STARR data file to help ensure data quality. Finally, STARR field usage for specific reports has also been indicated. Definitions for the acceptable enumerations come from the National Center for Education Statistics Integrated Postsecondary Education Data System glossary, Postsecondary Electronic Standards Council and/or the NCES Common Education Data Standards, unless otherwise noted.

To view the STARR fields, definitions, minimum and maximum occurrences, minimum and maximum lengths, enumerations, and formats in an Excel document, click on the STARR Data Field Layout document link on the CEPI IHE web page. For additional information about data types and other technical definitions, please refer to the XML Validation Guide, located on the [CEPI Postsecondary Applications web page](#).

Getting Started

STARR Application Documents

Please visit the [CEPI Postsecondary Applications web page](#) for the most up-to-date information on the STARR Collection. Please refer to this web page for the XML schema, sample schema, STARR Business Rules Validation, STARR Data Field Layout document and [STARR User Guide](#). This page also includes a link to the [PESC Education Course Inventory](#). We recommend that IHE users regularly refer to this page for updated postings.

The Educational Entity Master

The Educational Entity Master is the state's official directory of educational entity information. The EEM can be found at [the EEM web page](#). CEPI uses the EEM entity code numbers to link education data sets and validate submitting entity information. When EEM records are out of date, data validation can be more difficult. We highly recommend that IHEs verify their EEM data before each collection and update the EEM whenever entity information changes. Updates include changes in the name of the institution and contact information, as well as requests for closings of institutions. To navigate and use the EEM, view [the EEM User Guide](#). If your IHE does not have an authorized EEM user, please contact CEPI customer support for any updates to your institution's EEM record.

IHE Request for UIC Collection

Prior to uploading records to the STARR Collection, participating IHEs will first need to acquire a Unique Identification Code for all their enrolled students. Parchment electronic transcripts are currently being sent from high schools to IHEs. Each of these transcripts (for public school students) contains the current UIC for each student. The IHE Request for UIC Collection is the means for IHEs to acquire UICs for currently enrolled students who do not have a UIC. The procedures for this collection can be found on the [MSDS: IHE Request for UIC](#) web page.

Gaining Access to the MSDS

IHE staff members wishing to have access to the MSDS will need to complete a two-step process, which consists of:

- Obtaining a [MILogin](#) account and
- Completing and submitting the appropriate security agreement form to CEPI, signed by yourself and the Institution Registrar. These forms are posted in the STARR Support Documents section of the [CEPI Postsecondary Applications web page](#).

You will receive access to the application when the above steps have been completed and verified by CEPI. For more detailed information, please refer to the HELP button on the [MILogin](#) page, and security forms posted in the STARR Support Documents section of the [CEPI Postsecondary Applications web page](#). If you experience problems with your account or password, please contact CEPI at 517-335-0505 x3 or by email at: CEPI@michigan.gov.

Tips for Gaining Access to the MSDS

Security agreements must be signed by the registrar. CEPI staff will verify that the person listed as the registrar on the security agreement form matches the contact listed as the registrar in the membership directory on the [MACRAO website](#).

CEPI staff will also verify that a subscription request has been submitted in [MILogin](#) and that the information provided on the security agreement form matches the request. Once verified, permission will be granted, and the requester will be notified by email.

MILogin access should be limited to only those persons who will be performing the STARR Collection functions (should range between 2-5 people). MSDS IHE users typically include: technology group members, admissions staff and/or staff from the registrar's office.

Removing Access to the MSDS

When authorized users leave your organization, a removal request must be sent in. CEPI does an annual refresh notice as well. To access the removal request form:

- Go to [CEPI's web page](#).
- Click on [CEPI Applications](#).
- Under "Help and Training," open the "Removing a CEPI Application User" document.
- Follow the instructions to complete the Removal Request Form.

Once the form is completed, print a copy, obtain the required signatures and fax to CEPI at 517-335-0488.

Searching for Entity Codes

When creating the STARR data file, the Submitting Entity code is required. If you need to look up the Submitting Entity code, follow this procedure in the EEM:

Go to the [EEM web page](#). Enter the entity's name in the EEM-Search box. Click Go.

Your search will bring up the desired entity information within the Entity Code column. The entity code is a five-digit code which may include a leading zero. Please do not cut off the leading zero, as it is a digit in the code.

Name	Entity Code	Parent	Type	County	City	Match Ranking
Kirtland Community College	05213		Higher Education College/University	Roscommon	ROSCOMMON	1

Getting Assistance with Data Submissions

The [CEPI Postsecondary Applications web page](#) contains the most up-to-date information about the STARR Collection. This page includes training tools, communications, security information and general MSDS resources. Users can also click a collection name in the MSDS Data Collections section for detailed information including XML schemas and sample files for that collection.

If you are an entity authorized user and are having technical difficulties submitting data to CEPI, please send an email message to CEPI customer support at cepi@michigan.gov or call 517-335-0505 x3. Please provide your name, and entity name, CEPI application name, your telephone number (including area code and extension), your email address and your specific questions.

Collections, Components and Characteristics

Collections

A set of components submitted for a purpose within a timeframe.

- IHE Request for UIC
- STARR

Components

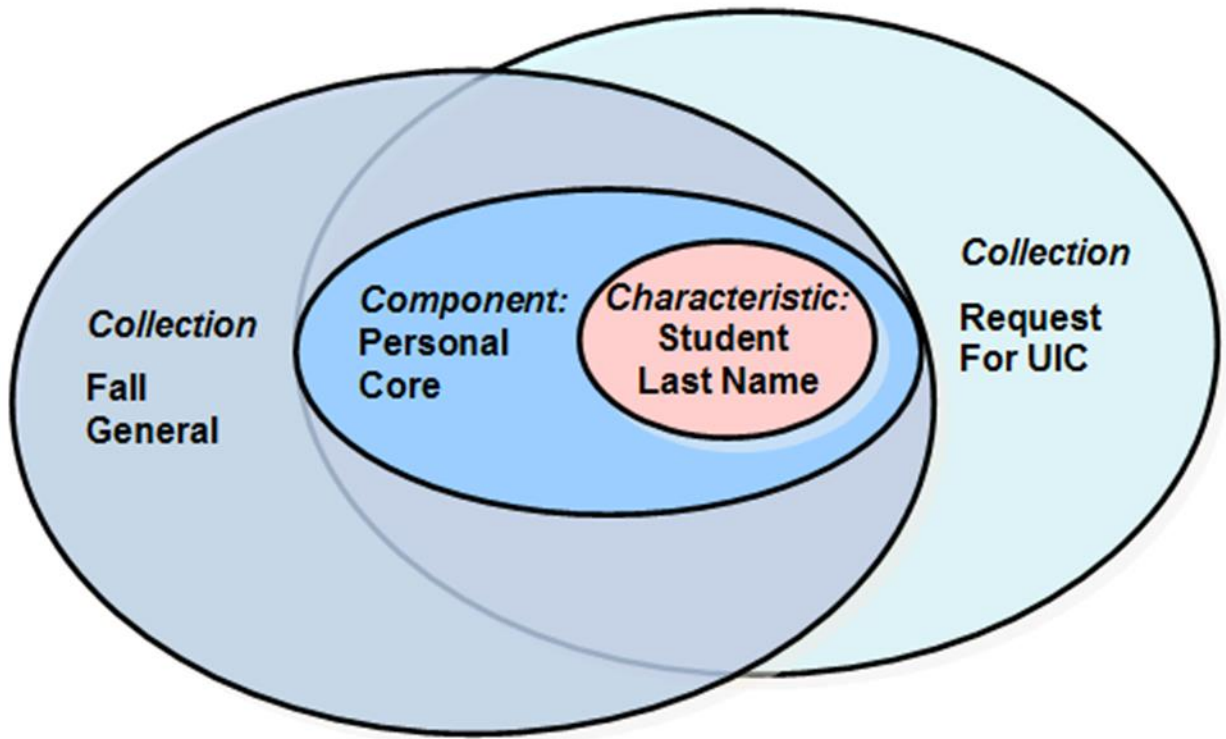
- Logical groupings of characteristics
- Allow groups of characteristics to be conditionally required
- Components may be included in multiple collections
- Components may be multi-valued (occurring more than once in a collection)

Characteristics

- Fields (data elements) associated with a student
- Each characteristic may only be included in one component

- Characteristics may be multi-valued (occurring more than once in the component)

C³ - Example



Certification

Certification is the process wherein an authorized MSDS user reviews and approves data within the STARR Collection, indicating that to the best of his/her knowledge the data are accurate and complete. Certifying a collection officially submits the data to CEPI.

- The Reports Review step confirms that that data are accurate
- The Quality Review is the last step in the error check process.
- The Certification button officially submits the data to CEPI
- By clicking the certification check box, the user is confirming “that this information is valid and correct to the best of my knowledge” on behalf of the IHE.

The MSDS provides several built-in layers of data validation and quality-check functions.

When a user uploads a data file to the system, the MSDS automatically checks the file against the schema requirements. If the file does not meet these basic criteria, the system will not process it and will not transfer the file into the data Staging Area.

For more information about XML and schema validation, please refer to the [XML Validation Guide](#) located on the CEPI [MSDS web page](#).

After your uploaded file has passed the initial file-validation checks, the data are processed into the Staging Area where they go through additional field-level validation to check for data accuracy. These checks look at business rules as well as UIC matching. The system generates error, warning and resolution messages when a business rule is not followed. (Please refer to the “Help and Training” and “Technical Material” sections of the CEPI [MSDS web page](#) for more information about how the system functions.)

You must correct student records that have errors and complete all UIC resolution before you can certify your collection. For detailed information about UIC resolution, please refer to the UIC Support Documents on the [CEPI Postsecondary Applications web page](#). You should also review warnings to assure that the data are correct. The system generates warnings when the data are outside of the expected parameters for the STARR field, but may still be correct. Warnings will not prevent you from certifying a collection.

Once you have resolved all the student records within the collection and they are error-free, you should review the reports provided by MSDS to confirm that the data are accurate, and then certify the collection.

STARR Fields in Alphabetical Order

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Academic Award Date	Conditionally Required	1*	1		
Academic Award Level	Conditionally Required	1*	1		
Academic Award Title	Conditionally Required	1*	1	1	80
Academic Letter Grade	Conditionally Required	0	1	1	10
Academic Program Name	Conditionally Required	1*	1	1	60
Academic Program Type	Conditionally Required	1*	1		
Academic Session Grade Point Average	Yes	1	1		
Contact Hours	Optional	0	1		

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Course Academic Grade	Conditionally Required	0	1		
Course Academic Grade Scale Code	Yes	1	1		
Course Academic Grade Status Code	Yes	1	1		
Course CIP Code	Optional	0	1	5	7
Course Credit Attempted	Yes	1	1		
Course Credit Basis	Yes	1	2		
Course Credit Earned	Yes	1	1		
Course End Date	Yes	1	1		
Course Number	Yes	1	1	1	15
Course Start Date	Yes	1	1		
Course Subject Abbreviation	Yes	1	1	1	10
Course Title	Yes	1	1	1	60
CTE	Conditionally Required	0	1		
Cumulative Grade Point Average	Yes	1	1		
Date Of Birth	Yes	1	1		
Degree CIP Code	Conditionally Required	1*	1	5	7
Degree Or Certificate Seeking Student	Yes	1	1		

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Enrollment In Postsecondary Award Level	Conditionally Required	0	1		
Entry Date	Yes	1	1		
Ethnicity Code	Yes	1	1		
First Name	Yes	1	1	1	50
Gender	Yes	1	1		
High School Student	Yes	1	1		
Last Name	Yes	1	1	1	50
Local Student ID	Yes	1	1	1	20
Middle Name	Optional	0	1	1	50
Military Status	Optional	0	1		
Multiple Birth Order	Optional	0	1	1	1
Pell Grant	Required	1	1		
Postsecondary Enrollment Type	Yes	1	1		
Previous Last Name	Optional	0	1	1	50
Primary Academic Level	Optional	1	1		
Program CIP Code	Conditionally Required	0	1	5	7
Race Code	Yes	1	1		
Residency Status Code	Yes	1	1		
Session End Date	Yes	1	1		
Session Name	Yes	1	1		
Session Start Date	Yes	1	1		
Session Type	Yes	1	1		
Special Populations	Conditionally Required	0	6		

Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
State Province Code	Conditionally Required	0	1	2	2
Student Level	Yes	1	1		
Student Suffix	Optional	0	1	1	10
Submitting Entity	Yes	1	1	5	5
UIC	Yes	1	1	10	10

*If the component within is submitted in the STARR file, then you must also submit this characteristic.

STARR Fields

Academic Award Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Date (only); YYYY-MM-DD

Definition: The year, month and day in which the academic award was conferred.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-05-01

Instructions:

- You are required to submit this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (Academic Award Level, Academic Award Title and Degree CIP Code).
- Enter the year, month and day in which the student's academic award was conferred.
- If you enter anything other than the "YYYY-MM-DD" format or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- This data element is required when submitting the Academic Award Component.
- Submit all academic awards conferred on or before August 31 of the current calendar year.
- If Academic Award is submitted with a date after August 31 of the current collection, a WARNING will occur for the 2018-19 collection.
 - This business rule will change in the 2019-20 STARR Collection and will produce an ERROR when Academic Award is submitted with a date after August 31 of the current collection.

Tips: If your institution only stores the award date and not the conferred date, report the award date.

Usage: Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, College Degrees and Certificates Awarded, Promise Zone

Academic Award Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Select only one from the table below

Definition: Upon graduation/completion, the code that represents the level of achievement the student has received.

Specifications or Enumerations:

Enumeration	Definition
0	Professional or Technical Credential
1	Postsecondary award, certificate, or diploma of less than 1 academic year
2	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years
3	Associate Degree
4	Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years
5	Bachelor's Degree
6	Post-Baccalaureate Certificate
7	Master's Degree
8	Post-Master's Certificate
17	Doctoral Degree-Research/Scholarship
18	Doctoral Degree-Professional Practice
19	Doctoral Degree-Other

Instructions:

- You are required to submit this data element if the student received one or more awards from your institution, or when submitting any characteristic within the Academic Award Component (Academic Award Date, Academic Award Title and Degree CIP Code).
- Enter the code that represents the level of achievement the student has received upon graduation/completion.
- This characteristic is intended to align with the NCES CEDS enumerations. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the 11 acceptable enumerations, or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.

- This data element is required when submitting the Academic Award Component.

Tips:

- The “Professional or Technical Credential” enumeration includes non-credit or workforce credentials earned through your institution.

Usage: Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, College Degrees and Certificates Awarded, Promise Zone

Academic Award Title

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	1	80	Text

Definition: The descriptive title for the academic award.

Specifications or Enumerations: Text (80)

Format Example: Master of Arts in Economics

Instructions:

- You are required to submit this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (Academic Award Date, Academic Award Level and Degree CIP Code).
- Enter the title of the academic award.
- Separate all words with a space.
- If you enter anything longer than the 80-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the academic award title is longer than 80 characters, enter the first 80 characters.
- Spaces between words count as characters.
- This data element is required when submitting the Academic Award Component.

Tips: If your institution does not supply the major/concentration within the award title for undergraduate students, please report the full title your institution uses (e.g., Bachelor of Science).

Usage: Student Pathways Data File, Postsecondary Success Rates, College Progression by Graduating Class, Student Pathways Aggregate by High School, College Degrees and Certificates Awarded, Promise Zone

Academic Letter Grade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	1	10	Text

Definition: The alphabetical grade earned in the course.

Specifications or Enumerations: Text (10)

Format Example: B+

Instructions:

- You are required to submit this data element if the student received a letter grade for the course.
- Indicate the alphabetical grade earned in the course (e.g., A, C+, E/NC, HP, DIST).
- Report the Academic Letter Grade for all courses reported or go as far back as the data are feasible.
- If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check:

The letter grade must correspond to the PESC Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "43", the letter grade must = "A", "B", "C" or "NC").

Tips: Grading scales can be accessed on page 65 of the [PESC Education Course Inventory](#).

Usage: Student Pathways Data File

Academic Program Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1	1	60	Text

Definition: Your internal name of the program, major, minor or field of study the student is working toward.

Specifications or Enumerations: Text (60)

Format Example: American History

Instructions

- This data element is required when submitting the Academic Program Component.
- Enter the name of the program, major, minor or field of study the student is working toward.
- Separate all words with a space.
- If you enter anything longer than the 60-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the name is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as characters.

Usage: Student Pathways Data File

Academic Program Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	1			Select only one from the table below

Definition: The type of academic program the student is working toward.

Specifications or Enumerations:

Enumeration	Definition
Concentration	
Focus	
Major	
Minor	
SecondMajor	
Specialization	

Instructions:

- This data element is required when submitting the Academic Program Component.
- Enter the type of program the student is working toward.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- Although a third major and second minor are not acceptable enumerations according to the PESC standard, if an institution wishes to report these, list them in chronological order and code as "Second Major" or "Minor", respectively (if these are not already distinguished by "Concentration", "Focus" or "Specialization").
- Only use "Specialization" for those graduate, specialist or doctoral programs that use this distinction. Otherwise, use the enumeration which applies.
- Some community colleges have been coding Associates degrees and Certificates as "Major" and "Minor".
- You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter and no spaces between the words.

Usage: Student Pathways Data File

Academic Session Grade Point Average

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	0.00		Decimal

Definition: The grade point average for the respective academic session.

Specifications or Enumerations: Decimal

Format Example: 3.44

Instructions:

- You are required to submit this data element.
- Enter the student's GPA for the respective academic term with the decimal.
- Report the Academic Session Grade Point Average for all sessions reported or go as far back as the data are feasible.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Suggested Validation Check: GPAs cannot be greater than what your institution uses (e.g., 4.2, 5.0).

Usage: Student Pathways Data File, College Transfer report

Contact Hours

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	0.00		Decimal

Definition: The “seat” time in front of the instructor.

Specifications or Enumerations: Decimal

Format Example: 3.0

Instructions:

- Indicate the decimal equivalent of the “seat” time in front of the instructor (e.g., 0.0, 1.0, 9.99, 16.00).
- Report the Contact Hours for all courses reported or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.
- It is recommended that you report this data element if credit hours are not applicable for the enrolled course.

Tips: Contact hours are also known as non-credit hours or clock hours.

Usage: Student Pathways Data File

Course Academic Grade

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	0.00		Decimal

Definition: The final numeric grade awarded for participation in the course.

Specifications or Enumerations: Decimal

Format Example: 3.5

Instructions:

- You are required to submit this data element if the student received a numeric grade for the course.
- Indicate the decimal equivalent of the final numeric grade awarded for participation in the course.
- Report the Course Academic Grade for all courses reported or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check:

The numeric grade must correspond to the PESC Grade Scale <CourseAcademicGradeScaleCode> code (e.g., if Grade Scale <CourseAcademicGradeScaleCode> = "79", the numeric grade must = "4.0", "3.0", "2.0", "1.0" or "0.0".

Tips: Grade scale codes can be accessed on page 65 of the [PESC Education Course Inventory](#).

Usage: Student Pathways Data File

Course Academic Grade Scale Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one code from the PESC Education Course Inventory in Appendix C

Definition: The grading scale used by your institution for the enrolled course.

Specifications or Enumerations: Select only one code from the Appendix C of the PESC Education Course Inventory on page 65.

Format Example: 25

Instructions:

- You are required to submit this data element.
- Indicate the grading scale used by your institution for the enrolled course.
 - See PESC Education Course Inventory Appendix C for codes. Codes range from 01-89, 500-507, 509, 510-515, 517, 530 and 540.
- Report the Course Academic Grade Scale Code for all courses reported or go as far back as the data are feasible.
- If you enter anything other than one of the acceptable codes, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips:

- If the student withdrew from the course, received an incomplete or received academic forgiveness, the course still has a grading scale. Report this grading scale.
- Grade scale codes can be accessed in the [PESC Education Course Inventory](#).
- If reporting programs that have a grade scale over 5.0, use the grading scales: "01", "15" or "53" from Appendix C in the [PESC Education Course Inventory](#).

Usage: Student Pathways Data File

Course Academic Grade Status Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The student's disposition for the enrolled course for the respective academic session.

Specifications or Enumerations:

Enumeration	Definition
AuditedCourse	Audited or visited the course
HonorsGrade	Honors grade
Incomplete	Did not complete all of the course requirements at the time of grade assignment
IncompleteNotResolvedFail	Failing/no pass/unsatisfactory grade awarded because incomplete, not resolved or unsatisfactory
InProgress	Course is in progress and a permanent grade is not yet assigned
NotYetReported	No grade reported yet by the instructor (although the course has ended)
OtherFail	Other not passing/unsatisfactory grade not described above
OtherPass	Other passing/satisfactory grade not described above
PassFailFail	Failing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
PassFailPass	Passing grade in a course (credit or non-credit) which is normally, or based on student option, given a pass/fail or satisfactory/unsatisfactory designation
TransferNoGrade	Transfer credit; grade not carried on receiving institution's transcript
Withdrew	Disenrolled from the course
WithdrewFailing	Withdrew at the time of a failing grade
WithdrewNoPenalty	Withdrew without penalty or pass/fail designation
WithdrewPassing	Withdrew at the time of a passing grade

Instructions:

- You are required to submit this data element.
- Indicate the student's current disposition for the enrolled course.
- Enumerations are based on the PESC standard. The institution is to report students in the categories which your institution currently uses.
- Report the Course Academic Grade Status Code for all courses reported or go as far back as the data are feasible.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.
- Indicate if the course is a transfer course by using the "TransferNoGrade" enumeration.

Tips:

- "OtherPass" = the student successfully completed the course and earned a grade.
- "OtherPass" = the student successfully completed the course and earned a grade, but the grade does not count towards the major/program.
- "PassFailPass" = classes in which the student received this grade
- If your institution uses "NS = No Show," do not report this course in the STARR data file.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Student Pathways Data File, Enrollment and Credit Accumulation by High School, Postsecondary Success Rates, Promise Zone

Course CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	5	7	2 digits, a decimal point, then 2 or 4 digits

Definition: The Classification of Instructional Programs code used by the US Department of Education's National Center for Education and Statistics to describe the area of study for the course.

Specifications or Enumerations: 2 digits, a decimal point, then 2 or 4 digits

Format Example: 03.0100

Instructions:

- Enter the CIP code for the course using the [2010 NCES version](#) with the decimal point.
- Report the Course CIP code for all courses reported or go as far back as the data are feasible.
- If you enter anything shorter than the five-character minimum or longer than the seven-character maximum, the system will generate a file-level error and will reject the file upon upload. You are not required to report this data element when submitting a file.
- This characteristic is available for those institutions which assign CIP codes to courses and wish to report those.
- Verify CIP codes by going to the [NCES web page](#).

Tips: 2010 CIP Codes can be found on the [NCES web page](#).

Usage: Student Pathways Data File

Course Credit Attempted

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	0.00		Decimal

Definition: The total value of credit hours attempted for a respective course.

Specifications or Enumerations: Decimal

Format Example: 4.0

Instructions:

- You are required to submit this data element.
- Indicate the decimal equivalent of the total value of credit hours attempted for the respective course (e.g., 0.0, 1.0, 9.99 or 16.00).
- Report the Course Credit Attempted for all courses reported or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.

Usage: Student Pathways Data File, Postsecondary Success Rates

Course Credit Basis

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	2			Select from the table below

Definition: Developmental/remedial education courses teach academically under-prepared students the skills they need to succeed in college-level courses. These courses provide learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned. Basic competency is defined as reading, writing, mathematics and science.

Specifications or Enumerations:

Enumeration	Definition
Regular	A course not designated as Remedial
RemedialESL	An English as a Second Language course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialMath	A math course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialReading	A reading course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialScience	A science course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.
RemedialWriting	A writing course providing learning strategies designed to improve or overcome any marked deficiency in basic competencies, including a deficiency in content previously taught but not learned.

Instructions:

- You are required to submit this data element.
- Indicate if the enrolled course is considered by the college/university to be a remedial or regular course.
- Only report developmental/remedial courses in ESL, reading, writing, mathematics and science.
- This is a multi-select field unless you select Regular. For example, you can choose "RemedialWriting" and "RemedialReading" to identify a vocabulary course.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- Report the Course Credit Basis for all courses reported or go as far back as the data are feasible.
- You may not report blanks.

Tips:

- Developmental/remedial courses to exclude, for example, are "How to Succeed in College," "Freshman Seminar" and "Note Taking."
- Computer courses should not be considered remedial courses.
- English as a Second Language courses should be included as remedial and reported as "RemedialESL."
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: College Remedial Coursework, Student Pathways Data File

Course Credit Earned

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Decimal

Definition: The total value of credit hours successfully completed or earned for the respective course.

Specifications or Enumerations: Decimal

Format Example: 3.0

Instructions:

- You are required to submit this data element.
- Indicate the decimal equivalent of the total value of credit hours successfully completed or earned for the respective course (e.g., 0.0, 1.0, 9.99 or 16.00).
- Report the Course Credit Earned for all courses reported or go as far back as the data are feasible.
- If you enter anything other than the acceptable decimal format, the system will generate a file-level error and will reject the file upon upload.

Usage: 24 College Credits, Dual Enrollment Tuition and Fees, Student Pathways Data File, Promise Zone

Course End Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month and day an instance of a course officially ended.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-12-13

Instructions:

- You are required to submit this data element.
- Enter the year, month and day in which the course officially ended
- Report the Course End Date for all courses reported or go back as far as the data are feasible.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file- level error and will reject the file upon upload.

Course Number

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	15	N/A

Definition: The official reference number/code portion of a course identifier.

Specifications or Enumerations: N/A

Format Example: 410

Instructions:

- You are required to submit this data element.
- Enter the numeric or alpha-numeric reference code of the course identifier.
- This is the second part of the total course identifier (e.g., 100, 325, 4210, 125B, A430).
- Report the Course Number for all courses reported or go as far back as the data are feasible.
- If you enter anything longer than the 15-character maximum, the system will generate a file-level error and will reject the file upon upload.

Tips: This course identifier is college/university specific.

Usage: Dual Enrollment Tuition and Fees, Student Pathways Data File

Course Start Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month and day an instance of a course officially began.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-08-23

Instructions:

- You are required to submit this data element.
- Enter the year, month and day in which the course officially began.
- Report the Course Start Date for all courses reported or go back as far as the data are feasible.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload.

Course Subject Abbreviation

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	10	N/A

Definition: The alphabetic abbreviation of the academic department or discipline offering the course.

Specifications or Enumerations: N/A

Format Example: ENG

Instructions:

- You are required to submit this data element.
- Enter the alphabetic abbreviation of the academic department or discipline offering the course.
- This is the first part of the total course identifier (e.g., ENG, HIS, MTH).
- If you enter anything longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.
- Report the Course Subject Abbreviation for all courses reported or go as far back as the data are feasible.

Tips: This course identifier is college/university specific.

- If a student repeated a course, this course would be included in the file under the respective term in which the course was repeated.

Usage: Dual Enrollment Tuition and Fees, Student Pathways Data File

Course Title

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	60	N/A

Definition: The name or title of the course.

Specifications or Enumerations: N/A

Format Example: Calculus II

Instructions:

- You are required to submit this data element.
- Enter the name or title of the course.
- Separate all words with a space.
- Report the Course Title for all courses reported or go as far back as the data are feasible.
- If you enter anything longer than the 60-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full name or title is longer than 60 characters, enter the first 60 characters.
- Spaces between words count as characters.

Tips: The course name is college/university specific.

Usage: Student Pathways Data File

CTE

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1			Select only one from the table below

Definition: A student who has formally enrolled in (1) an occupational program as identified by CIP code or (2) an occupational specialty course(s) or (3) a student who has enrolled in a general occupational course or apprenticeship-related instruction.

Note: An **occupational program** refers to instruction that results in a degree. Such programs have a direct career relationship. Upon completion the student has the qualifications, knowledge and necessary skills to directly enter the workforce within the chosen field of study. These programs include competency-based applied learning which contributes to an individual's academic knowledge, higher-order reasoning, problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills necessary for economic independence.

This is specific for community colleges under the Michigan Postsecondary Data Inventory activity codes Business & Human Services 1.2, Technical & Industrial Occupations 1.3 or Health Occupations 1.4 for job training.

Specifications or Enumerations:

Enumeration	Definition
Participant	A postsecondary/adult student who has earned one or more credits in any CTE program area.
Concentrator	A postsecondary/adult student who (1) completes at least 12 academic or CTE credits (excluding developmental) within a single CTE program area sequence that is comprised of 12 or more academic and technical credits and results in the award of an industry-recognized credential, a certificate or a degree; or (2) completes a short-term CTE program sequence of less than 12 credits that results in an industry-recognized credential, a certificate, or a degree.
Completer	A CTE Concentrator who has completed a degree or certificate AND had an official award conferred by the college, in any CTE program area. All completers are, by definition, concentrators.
Participant and Concentrator	A student who is both a CTE Participant and a CTE Concentrator.

Enumeration	Definition
Participant and Completer	A student who is both a CTE Participant and a CTE Completer.
Participant and Concentrator and Completer	A student who is a CTE Participant, a CTE Concentrator, and a CTE Completer.
Concentrator and Completer	A student who is both a CTE Concentrator and a CTE Completer.
Not CTE	The student is not a CTE Participant, Concentrator or Completer.
Unknown	Status of student's CTE participation, concentration or completion is unknown.

Instructions:

- You are required to submit this data element when the student is participating in or has participated in a CTE program at your institution.
- CTE participants must be enrolled at some point during the reporting year, be in a CTE declared program, and have earned at least one non-developmental credit by the **end** of the reporting year (i.e., June 30).
- CTE concentrators must have been enrolled at some point during the reporting year, be in a CTE declared program, and have earned at least 12 non-developmental credits applicable to a CTE program as of the **beginning** of the reporting year.
- CTE completers have completed a degree or certificate **and** had an official award conferred by the college, in any CTE program area. All Completers are, by definition, concentrators.
- CIP codes for each program offered by each community college are listed in the [Program Inventory](#) submitted the previous year.

Tips: You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter.

Usage: Student Pathways Data File

Cumulative Grade Point Average

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Decimal

Definition: The cumulative GPA for all courses taken as shown by the term being submitted.

Specifications or Enumerations: Decimal

Format Example: 3.89

Instructions:

- You are required to submit this data element.
- Enter the student's cumulative GPA for each academic session reported during the collection window.
- Report the Cumulative Grade Point Average for all sessions reported. This is not limited to just students who received an award from your institution.
- If a student was an undergraduate at your institution and is now a graduate student (or is concurrently enrolled at both levels), do not combine the cumulative GPAs; report the respective cumulative GPA for that academic session.
- If some students do not receive a cumulative GPA (e.g., medical students), report the cumulative GPA as "0.00" and notify CEPI customer support which student records were reported this way.
- If you enter anything other than the decimal format, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips: If the student started your college in Fall 2010 and the term being reported is Fall 2012, report the Cumulative Grade Point Average as of Fall 2012, not as of Winter/Spring 2014 when the STARR Collection is due.

Usage: Student Pathways Data File, College Transfer report

Date Of Birth

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Date (only); YYYY-MM-DD

Definition: The date of birth as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 1988-11-06

Instructions:

- You are required to submit this data element.
- Enter the year, month and date of birth for the student.
- If you enter anything other than the required "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.

Tips:

- The UIC is required to be included in the STARR data file. If the student has a UIC, the student has a documented date of birth in the MSDS. You can do individual student searches in the MSDS to obtain the date of birth. More information can be found on the [IHE Request for UIC](#) web page.
- If you do not know the date of birth for a student, you should work with your IHE's admissions staff or your MSDS authorized user to obtain this information.

Usage: MI School Data, Postsecondary Reports

Degree CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	1	No Limit	5	7	2 digits, a decimal point, then 2 or 4 digits

Definition: The code indicating a discipline or field of study assigned by the Classification of Instructional Programs and used by the US Department of Education's NCES.

Specifications or Enumerations: 2 digits, a decimal point, then 2 or 4 digits

Format Example: 03.0101

Instructions:

- This data element is required when submitting the Academic Award Component.
- Enter the CIP code for the degree using the 2010 IPEDS version with the decimal point.
- If you enter anything longer than the five-character minimum and the seven-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You are conditionally required to report this data element if the student received one or more awards from your institution or when submitting any characteristic within the Academic Award Component (Academic Award Date, Academic Award Level and Degree CIP Code).
- Multiple Degree CIP Codes are allowed per Academic Award when a student also has double or triple majors or minors.

Tips: The 2010 CIP Codes can be found by on the [NCES web page](#).

Usage: Student Pathways Data File, College Degrees and Certificates Awarded

Degree Or Certificate Seeking Student

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: Person is enrolled in courses for credit and recognized by the institution as seeking a degree, certificate or other formal award.

Specifications or Enumerations:

Enumeration	Definition
Yes	The student is enrolled in a program that will result in a degree, certificate or other formal award.
No	The student is NOT enrolled in a program that will result in a degree, certificate or other formal award.
Community College Seeking Transfer to 4 Year Only	The student is enrolled at a community college with the intention of transferring to a 4-Year institution only.

Instructions:

- You are required to submit this data element.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- If the student is identified as "Degree-Seeking" then Program CIP Code is required.
- If the student is identified as "Degree-Seeking" then the Enrollment in Postsecondary Award Level is required.
- Students enrolled at a community college may not be identified as degree or certificate seeking if their intention is to take courses at the community college and then transfer to a 4-Year institution. For the purposes of Postsecondary Success Rates, students enrolled with this intent should be submitted with the "Community College Seeking Transfer to 4-Year Only" enumeration.
- High School students reported should have "No" reported for the Degree or Certificate Seeking Student characteristic.
- Do not submit guest students as Degree-Seeking.
- Do not submit exchange students as Degree-Seeking.

- If “Degree or Certificate Seeking Student” is “Yes”, then “Enrollment in Postsecondary Award Level” (all codes except 0) is required. Otherwise, an ERROR will occur.

Tips: You must submit the enumeration exactly as it appears here, showing each word beginning with a capital letter.

Usage: Postsecondary Success Rates, Undergraduate Enrollment, Student Pathways Data File

Enrollment in Postsecondary Award Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1			Select only one from the table below

Definition: An indicator of the award level in which the person is currently enrolled.

Specifications or Enumerations Most Commonly Reported

Enumeration	Definition
0	Workforce, Non-Degree Programs
1	Postsecondary award, certificate, or diploma of less than 1 academic year
2	Postsecondary award, certificate, or diploma of at least 1 but less than 2 academic years
3	Associate Degree
4	Postsecondary award, certificate, or diploma of at least 2 but less than 4 academic years
5	Bachelor's Degree
6	Post-Baccalaureate Certificate
7	Master's Degree
8	Post-Master's Certificate
17	Doctoral Degree-Research/Scholarship
18	Doctoral Degree-Professional Practice
19	Doctoral Degree-Other

Instructions:

- You are required to submit this data element if the student is degree-seeking or enrolled in a workforce, non-degree program.
- If you are submitting this data element, Program CIP Code is required.
- Enter the intended award level for which the student is currently enrolled, for each academic session reported during the collection window.
- Institutions that accept Perkins funding must submit the award level within the CIP code for the program/major as provided for in the Program Inventory Database currently located on the MichiganCC.Net website.
- If you enter anything other than one of the 12 acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

- This characteristic is intended to align with the NCES CEDS enumerations. The institution is to report students in the categories which your institution currently uses.
- If "Enrollment in Postsecondary Award Level" is submitted, (all codes except for 0), then the "Degree or Certificate Seeking Student" must be "Yes" otherwise a WARNING will occur.

Tips:

- The "Workforce, Non-Degree Programs" enumeration includes Non-credit or workforce programs where credentials can be earned through your institution.
- Completion of a "Workforce, Non-Degree Program" typically results in a Professional or Technical Credential.

Usage: Postsecondary Success Rates, College Transfers, Student Pathways Data File

Entry Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Date (only); YYYY-MM-DD

Definition: The year, month and day of the first course enrollment at your institution.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2009-08-21

Instructions:

- You are required to submit this data element.
- Enter the year, month and day the student first enrolled in a course at your institution.
- This date remains the same regardless of the collection.
- Enrollment is not tied to First Time in Any College and is defined as registering/enrolling for at least one credit, regardless of whether the student completed that credit or not.
- Use the IHE count date to determine the student's enrollment, and then report the date of the first course enrollment at your institution.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.
- Follow the Tips below as closely as possible, as these data are critical in the way dates are calculated in the MI School Data reports.

Tips: Entry date does not change; entry date is the year, month and day of the first time the student enrolled in your institution. Entry date is not affected by a student enrolled in your institution as:

- an undergraduate who was then accepted as a graduate student,
- a non-degree seeking student who was later admitted as a degree-seeking student,
- a high school dual enrolled or guest student who was later admitted as a freshman or transfer,
- a student who enrolled, stopped taking classes and enrolled again.

CEPI will use the entry date to determine if the student enrolled at an IHE after graduating from high school, per ARRA reporting requirements.

Usage: College Enrollment by High School, College Destination, 24 College Credit, College Remedial Coursework, College Transfers, Student Pathways Data File, Postsecondary Success Rates

Ethnicity Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: Indication that the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

Specifications or Enumerations:

Enumeration	Definition
Non-Hispanic/Non-Latino	The student does not trace his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
Hispanic/Latino	The student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
Unknown	The institution has not been notified by the student whether he or she traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.

Instructions:

- You are required to submit this data element.
- Indicate if the student traces his or her origin or descent to Mexico, Puerto Rico, Cuba, Central and South America, or other Spanish cultures, regardless of race.
- If you enter anything other than one of the three acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips:

- Race is not collected at the federal level for students indicated as Hispanic/Latino. Therefore, IPEDS reporting does not break Hispanic/Latino further out by race. The STARR data file does collect race on students indicated as Hispanic/Latino. However, to be consistent with IPEDS numbers, CEPI agreed to not report the race of the Hispanic/Latino students.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Student Pathways Data File, College Transfer report, Undergraduate Enrollment, College Degrees and Certificates Awarded

First Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: David

Instructions:

- You are required to submit this data element.
- Enter the full first name of the student.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full first name is longer than 50 characters, enter the first 50 characters.
- You may not report blanks.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips: If a student has only one name, contact CEPI customer support and indicate:

- Student's name
- Student's date of birth
- Student's gender
- Student's nationality
- If the student came from a Michigan high school

Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve to monitor if a certain nationality tends to have this scenario.

Usage: Student Pathways Data File

Gender

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The gender (sex) of the student.

Specifications or Enumerations:

Enumeration	Definition
M	The student is male.
F	The student is female.

Instructions:

- You are required to submit this data element.
- Enter the gender (sex) of the student as it appears on enrollment documents.
- If you enter anything other than one of the two acceptable enumerations or exceed the character maximum, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips: You must submit the enumeration exactly as it appears here.

Usage: Postsecondary Success Rates, Awards Conferred, College Transfers, Undergraduate Enrollment

High School Student

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: An indication of whether a high school student was taking postsecondary courses during the academic session.

Specifications or Enumerations:

Enumeration	Definition
Dual Enrolled	High School students may participate in dual enrollment by attending at least one high school course at a public or approved non-public high school and simultaneously attending an eligible degree-granting postsecondary institution. A course is eligible if the same course content is not available at the high school or if a student is unable to take the high school course due to a scheduling conflict. Eligible courses must be transferrable for postsecondary credit. The K12 District must allow the student to dual enroll if they have a qualifying score on the ACT Plan, PSAT or Michigan Merit Exam. School districts are required to have an annual announcement regarding this option. This does not prohibit a high school from negotiating dual enrollment options for any student regardless of eligibility. Dual enrolled students should be reported as nondegree-seeking in STARR.
Other High School Student	Any other high school student. These students should be reported as nondegree-seeking in STARR.
Concurrent Enrollment	High school students taking college-level courses at the high school building during the school day. These courses are either taught by high school teachers meeting college qualifications for adjunct faculty, or by post-secondary faculty teaching in the high school classroom. Eligible courses must be transferrable for postsecondary credit. Most high schools may require the student to apply for, and test into, college level courses and/or complete specific prerequisites. Concurrently enrolled students should be reported as nondegree-seeking in STARR.
Not High School Student	Not a high school student currently attending your Institution of Higher Education.
Early Middle College	High school students attending a five-year high school program designed to allow a pupil to earn a high school diploma and

Enumeration	Definition
	substantial college credit through an additional fifth year of study (Early Middle College). Eligible courses must be able to be counted toward completion of accreditations, certification, licensing and/or postsecondary degrees by the end of the student fifth high school year. Early Middle College students should be reported as degree-seeking in STARR.

Instructions:

- You are required to submit this data element.
- Indicate the type of postsecondary enrollment option exercised by the high school student, or if the student enrolled outside of the postsecondary enrollment options.
- If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- If you have high school students who were in enrolled in your institution, you must identify the student's postsecondary enrollment option exercised.

Citation: School Aid Act, MCL 388.1809 (5) and MCL 388.1845 (6)

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter.

- This is the only data element where a space is included between the words.
- Report all high school students who are enrolled in eligible college courses earning some type of postsecondary credit.
- High school students reported should have "No" reported for the Degree or Certificate Seeking Student characteristic.

Usage: Student Pathways Data File

Last Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: Spencer

Instructions:

- You are required to submit this data element.
- Enter the full last name of the student.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full last name is longer than 50 characters, enter the first 50 characters.
- You may not report blanks.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- Check to see if the first name matches the last name.

Tips: If a student has only one name, contact CEPI customer support and indicate:

- Student's name
- Student's date of birth
- Student's gender
- Student's nationality
- If the student came from a Michigan high school

Contacting CEPI will enable these rare instances to be handled on a case-by-case basis. If the student came from a Michigan high school, CEPI will search within the MSDS to locate the student. Also, notifying CEPI of the student's nationality will serve to monitor if a certain nationality tends to have this scenario.

Usage: Student Pathways Data File

Local Student Id

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	1	20	Free Form Text

Definition: The school-assigned student ID number.

Specifications or Enumerations: Free Form Text

Format Example: 8035356

Instructions:

- You are required to submit this data element.
- Enter the student identification number assigned by your institution.
- This can be numeric, alpha-numeric or non-numeric (e.g., 805356, A271402, @1294967, AHY23G).
- This identification number is usually different from the state-assigned student UIC.
- If you enter anything longer than the 20-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the student ID is longer than 20 characters, enter the first 20 characters.
- You may not report blanks.

Usage: Student Pathways Data File

Middle Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: Arthur

Instructions:

- Enter the middle name of the student.
- If you do not have a middle name on record, provide the middle initial.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the middle name is longer than 50 characters, enter the first 50 characters.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.

Usage: Student Pathways Data File

Military Status

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table

Definition: Indicate the student's military status at the time of admission.

Specifications or Enumerations:

Enumeration	Title	Definition
1	Veteran	A person who served in the active military, naval, or air service, and was discharged or released therefrom under conditions other than dishonorable.
2	Active Member of the Military	A person engaged in full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.
3	Member of the National Guard or Military Reserves	An active member of the national guard or military reserves.
4	Spouse or Dependent of a Veteran	A spouse or dependent of a veteran as defined above.
5	Spouse or Dependent of an Active Member of the Military	A spouse or dependent of an active member of the military as defined above.
6	Spouse or Dependent of a Member of the National Guard or Military Reserves	A spouse or dependent of a member of the national guard (or military reserve) as defined above.

Instructions:

- Enter the student's military status at the time of admission during the collection window.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Tips:

- The data is supposed to be as of the point of admissions. If the student was enrolled or earned a degree in the STARR Collection reporting period, then you are to report the student's entire academic record not just what is new for this year.
- Report this data as close to the first admission term possible.
- Report the unverified data at the time of collection, not after financial aid approval.

Citation: School Aid Act, MCL 388.1829 (1) (a) and MCL 388.1875 (1) (d)

Usage: Student Pathways Data File

Multiple Birth Order

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	1	Whole Number Integer (0-9)

Definition: Indicate that the student is part of a multiple birth where siblings share all unique identifying characteristics. Multiple Birth Order is not intended to identify every case of twins, triplets, etc., in the state. It is only intended to provide some distinguishing data element for cases where twins (triplets, etc.) of the same gender have the same or a similar first name. Each student from such a multiple birth is to have a unique number.

Specifications or Enumerations: Whole Number Integer (0-9)

Instructions:

- Enter the whole number, zero through nine, that represents the student's birth order status. NOTE: To accommodate some local student information systems, "0" is accepted for students who are not part of a multiple birth.
- If you enter anything other than a whole number between zero and nine in this characteristic, the system will generate a file-level error and reject the file upon upload.

Usage: Student Pathways Data File

Pell Grant

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: A source of Federal student financial aid that provides eligible undergraduate students with need-based grants to help them defray the cost of postsecondary education. (Public Law 92-318, as amended, Public Law 94-482, Education Amendments of 1972, Title IV; 20 U.S. Code, sec. 1070a-1976.)

Specifications or Enumerations:

Enumeration	Definition
Awarded and Disbursed	Student was eligible for, and accepted, Pell Grant funds.
Awarded not Accepted	Student was eligible for, but did not accept, Pell Grant funds.
No Pell	Student was not eligible for a Pell Grant.
Unknown	Pell Grant eligibility for the student is unknown.

Instructions:

- You are required to submit this data element.
- Indicate if the student was eligible to receive a Pell Grant (any amount) during the academic session. This is exclusive of whether the student accepted Pell Grant funds.
- If you enter anything other than one of the four acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Usage: Fulfills Reporting Requirements for MCL 388.1856

Postsecondary Enrollment Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: An indicator of the enrollment type of a student at the beginning of the respective academic session at the same level (e.g., undergraduate, graduate).

Specifications or Enumerations:

Enumeration	Definition
FirstTime	A student attending for the first time at institution, non-transfer in.
Continuing	A student who attended the reporting institution without a period of a stop-out as defined by your institution. The student would not have previously attended a different institute of higher learning.
Re-admit	A student who attended the reporting institution and stopped-out for a period of time before Re-Admitting to the same reporting institution.
TransferIn	A student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g., undergraduate, graduate). The student may transfer with or without credit. The first session the student attends, the institution they transferred to should report Postsecondary Enrollment type as "Transfer In". This can only be used once per student per, per academic session.
TransferWorkOnly	A receiving college accepting transfer credit to apply toward the student record when the student was not enrolled at that institution. Although your institution is not required to submit historical data for a student who transferred in from a different institution, if it is easier for you to upload a student's entire academic history, please report the past sessions and corresponding courses being transferred for credit from a previous institution as "Transfer Work Only".

Instructions:

- You are required to submit this data element.
- Enter the student's current Postsecondary Enrollment Type for each academic session reported during the collection window, as in accordance to your institution's policy.

- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.
- TransferIn” enumeration can only be reported once per student per academic record within academic session.
- If “TransferIn” is reported more than once, a WARNING will occur.

Tips:

- IHEs are only required to submit data from their own institution, but if you wish to report historical data for a student who transferred in from a different institution you may report those sessions as “TransferWorkOnly”.
- If your institution chooses to report transferred sessions as “Transfer Work Only”, all other data elements that are required at the session level and course level must also be reported. Therefore, before you choose to report “TransferWorkOnly”, it is important to make sure you have all the information needed (e.g., session start/end dates).
- Courses corresponding to sessions reported as “TransferWorkOnly” should be reported as “Transfer No Grade”.
- The [College Transfer report](#) on MI School Data considers students submitted as “TransferIn” as transfers. A student should only be reported as “TransferIn” for one session.
- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words. Except for the “Re-admit” enumeration.
- If the student was previously an undergraduate, and is now a graduate student at the same institution, the first session of enrollment at the graduate level is considered “FirstTime.”
- If the student enters your institution to begin a graduate program, but had previously earned a degree at another institution, the first session of enrollment at your institution should be “FirstTime.”
- If the student IS a high school student dual enrolled at your institution, the first session of enrollment is considered “FirstTime.” Every session after that is considered Continuing until high school graduation.
- If the student WAS a high school student dual enrolled at your institution, the first session of enrollment AFTER high school graduation is considered “FirstTime.” Every session after that is considered Continuing.
- “Guest” is the type of student; it is not the student’s enrollment type.

Usage: College Transfers, Student Pathways Data File

Previous Last Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	No Limit	1	50	Names (letters, apostrophes, commas, hyphens, periods)

Definition: A name given at birth, baptism, naming ceremony, or through a legal name change as it appears on a birth certificate, driver's license, other legal document presented at the time of enrollment, or the application as entered by the student.

Specifications or Enumerations: Names (letters, apostrophes, commas, hyphens, periods)

Format Example: Berger

Instructions:

- Enter the student's full previous last name if he/she enrolled in your institution with a different last name.
- If you enter anything longer than the 50-character maximum, the system will generate a file-level error and will reject the file upon upload.
- If the full previous last name is longer than 50 characters, enter the first 50 characters.
- If you know the student's previous last name, it is recommended that you include this data element to complete the student's academic record and to aid in connecting the educational records longitudinally.

Suggested Validation Check:

- The word "null" cannot be used.
- Numeric characters cannot be used.
- The previous last name cannot match the last name.

Tips:

- An example of this is a maiden name.
- A student can have more than one last name. Please follow the instructions above when adding additional last names.

Usage: Student Pathways Data File

Primary Academic Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1			Select only one from the table below

Definition: An indicator of which Academic Session is primary when a college chooses to submit the same Academic Session multiple times for the same student. This may occur when, for example, the student is:

- Enrolled as both an undergraduate and graduate student or;
- Taking courses at the undergraduate level and graduate level or;
- Degree-seeking and non-degree seeking.

Specifications or Enumerations:

Enumeration	Definition
Yes	Indicator of the Primary Enrollment Type
No	Indicator that this is not the Primary Enrollment Type

Instructions:

- Indicate if the student's Primary Academic Level within the Academic Session is primary.
- If you enter anything other than one of the acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You are not required to report this data element. However, in the event an individual student is being reported for a given Academic Session multiple times, you should identify the student's Primary Academic Level (including the session record that you would like to take precedence) within the Academic Session. In the absence of a submitted primary academic level, CEPI will derive a primary academic level based on the following:

Tips:

- If one of the enrollments is degree-seeking and one is non-degree seeking, then degree-seeking takes precedence.
- If both enrollments are degree-seeking, then the lower level enrollment takes precedence.
- If both enrollments are non-degree seeking, then the lower level enrollment takes precedence.

Usage: Enrollment metrics for Postsecondary reports on MI School Data.

Program CIP Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	5	7	2 digits, a decimal point, then 2 or 4 digits

Definition: The code indicating a discipline or field of study assigned by the Classification of Instructional Programs by the US Department of Education's NCES.

Specifications or Enumerations: 2 digits, a decimal point, then 2 or 4 digits

Format Example: 03.0101

Instructions:

- You are required to submit this data element if the student is submitted with Degree Or Certificate Seeking Student is "Yes" is selected.
- Enter the CIP code for the program the student is working toward using the 2010 IPEDS version with the decimal point.
- If you enter anything shorter than the five-character minimum or longer than the seven-character maximum, the system will generate a file-level error and will reject the file upon upload.

Tips:

- The 2010 CIP Codes can be found on the [NCES web page](#).
- Report CIP codes for all majors and minors the student is working toward.
- A student may have more than one major or minor. Please follow the instructions above when adding additional CIP codes.
- If a student has not yet signed/declared a major, but are degree-seeking, institutions generally report the student's program as General Studies (CIP 24.0102) or Liberal Arts and Sciences/Liberal Studies (CIP 24.0101).

Usage: Student Pathways Data File

Race Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The category used to describe racial groups to which the student belongs or identifies with.

Specifications or Enumerations:

Enumeration	Definition
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
Black or African American	A person having origins in any of the black racial groups of Africa.
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
White/Caucasian	A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
Two or more races	A person having two or more origins in any of the acceptable race enumerations.
Unknown	The institution has not been notified by the student of the student's racial origin(s).

Instructions:

- You are required to submit this data element.
- Enter the race of the student.
- If you enter anything other than one of the seven acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and include spaces between the words.

Usage: College Transfers, Student Pathways Data File, College Degrees and Certificates Awarded

Residency Status Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: A person's residency status for tuition purposes.

Specifications or Enumerations:

Enumeration	Definition	Acceptable Reporting Institution
InDistrict	The student qualifies for InDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges
InState	The student qualifies for InState tuition and fees	Universities, Independent Colleges
OutOfState	The student qualifies for OutOfState tuition and fees	Community Colleges, Universities and Independent Colleges
NotReported	It is unknown where the student permanently resides relative to where the college/university is located	Community Colleges, Universities and Independent Colleges
International	The student qualifies for International tuition and fees	Community Colleges, Universities and Independent Colleges
OutOfDistrict	The student qualifies for OutOfDistrict tuition and fees	Community Colleges, 2-Year Independent Colleges

Instructions:

- You are required to report this data element.
- This data element is an indicator of a person's residency status for tuition purposes.
- This characteristic should be updated in each STARR Collection if the residency changes.
- If you enter anything other than one of the six acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips: You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Student Pathways Data File, College Progression by Graduating Class

Session End Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, month and day on which a session ends.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2010-12-13

Instructions:

- You are required to report this data element.
- Enter the year, month and day on which a session ends.
- If you report anything other than the "YYYY-MM-DD" format specified above, the system will generate a file-level error and will reject the file upon upload.

Usage: Dual Enrollment Tuition and Fees, College Enrollment by High School, College Destination, 24 College Credit, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Student Pathways Data File, College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone

Session Name

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: The academic term for which the data are being reported.

Specifications or Enumerations:

Enumeration	Definition
Fall	
Winter	
Spring	
Summer	
Other	

Instructions:

- You are required to report this data element.
- Enter the term for which the data are being reported.
- If you enter anything other than one of the five acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.
- Because summer session dates differ among IHEs, it is difficult to report sessions with overlapping start/end dates as either Early Summer or Late Summer; Therefore, Early Summer and Later Summer sessions were removed and replaced with Summer. IHEs should report all Summer courses as "Summer".

Tips:

- Guidelines for assigning session names are provided below, but the institution should assign session names in accordance to your institutions policy.
- "Fall" term generally begins in late August and ends in December.
- "Winter" term generally begins in January and ends in early May.
- "Spring" term generally begins in January and ends in early May.
- "Summer" term generally includes student enrollment dates that may occur as early as the beginning of May or as late as mid-August.
- "Other" is used for those terms that do not fall into one of the seasonal terms.

Usage: College Enrollment by High School, College Transfers, Undergraduate College Enrollment, Student Pathways Data File, Promise Zone

Session Start Date

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			YYYY-MM-DD

Definition: The year, and month and day identifying the start of the academic session based on your institutions policy.

Specifications or Enumerations: Date (only); YYYY-MM-DD

Format Example: 2009-08-23

Instructions:

- You are required to submit this data element.
- You may not report blanks.
- Enter the year, and month and day when the session started for the data being reported.
- If you enter anything other than the "YYYY-MM-DD" format, the system will generate a file-level error and will reject the file upon upload.
- Do not report courses enrolled for future terms. For example, if a student enrolled for a course to take place in the summer of a school year that has not begun, do not report this course yet as the course falls outside of the upload definition. These courses and grades will be reported in the next STARR Collection.

Usage: College Enrollment by High School, College Destination, 24 College Credit, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Student Pathways Data File, College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone

Session Type

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from a table below

Definition: The type of academic session for which the data are being reported.

Specifications or Enumerations Most Commonly Reported:

Enumeration	Definition
FullYear	The prescribed length of instruction upon which credit is awarded based on the total number of days in a school year
Semester	Usually about 15 to 17 weeks in length; there are usually two semesters per academic year and perhaps other shorter sessions
Quarter	Usually about 10 to 14 weeks in length; normally there are four quarter sessions and perhaps other shorter sessions in an academic year
Quinmester	Usually about 8 to 10 weeks in length; normally there are five quinmester sessions per academic year
MiniTerm	A session whose length is less than the regular session; usually but not always contained wholly within the regular session (can also be known as the January "minimester")
SummerSession	A session or combination of sessions conducted after the last regular session of the school year and prior to the first regular session of the next school year

Specifications or Enumerations NOT Typically Reported:

Enumeration	Definition
Intersession	For year-round schools, the days of optional attendance (equivalent to a summer session) for a student enrolled in a school offering a year-round program which provides three time blocks of 60 days of instruction followed by 15 of intersession
Trimester	Usually about 13 to 15 weeks in length; normally there are three trimesters and perhaps other shorter sessions in an academic year
LongSession	Longer than a semester or quarter or trimester, but shorter than a full year

Enumeration	Definition
FallSession	A session only available in the fall, which begins between late August and November 1.
FourOneFourPlan	A school year consisting of a four-month semester of academic work, followed by a month of special activity, followed by another four-month semester of academic work
Continuous	A calendar system classification that is used by IHEs that allow students to enroll/start classes at any time during the year. For example, a cosmetology or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.
DiffersByProgram	A calendar system classification that is used by IHEs that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program. For example, an IHE might offer a 2-month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
Other	A session or calendar system classification other than what is described in the acceptable enumerations
TwelveMonth	

Instructions:

- You are required to submit this data element.
- Enter the type of academic session for which the data are being reported.
- The institution is to report students in the categories in which your institution currently uses.
- If you enter anything other than one of the 15 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Tips

- You must submit the enumeration exactly as it appears here showing each word beginning with a capital letter and no spaces between the words.

Usage: Student Pathways Data File

Special Populations

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	7			Select as many as applicable from the table below

Definition: Under Perkins IV, states are required to report annually on the core indicators of performance, also disaggregated by race, ethnicity, gender and special populations as identified below.

Specifications or Enumerations:

Enumeration	Definition
Individuals with Disabilities	An individual with any disability (as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102)).
Economically Disadvantaged Families Including Foster Children	Refers to individuals (other than those with disabilities) who have economic or academic disadvantages, and who require special services or assistance to enable them to succeed in an occupational program. This term includes those who are: <ul style="list-style-type: none"> a. Members of economically disadvantaged families (Pell recipient or other form of financial assistance) b. Migrants c. Of limited English proficiency d. Dropouts from secondary school or identified as potential dropouts from secondary school e. Tested and scored below the 25th percentile on a standardized achievement or aptitude exam f. Found to have secondary school grades < 2.0 on a 4.0 scale g. Found to have failed to attain minimum academic competencies h. Carry less than a 2.0 grade in any course required to enter, or any course of, an occupational program or job training course i. Found to have multiple withdrawals or drops in any course required to enter, or any course of, an occupational program or job training course, or j. Referred by faculty or staff as requiring services to succeed.

Enumeration	Definition
Individuals Preparing for Nontraditional Fields	Occupations or fields of work, including careers in computer science, technology, and other current and emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.
Single Parents, Single Pregnant Women	A student who, at some time during the school year, is either a pregnant female student who is unmarried, or a male or female student who is unmarried or legally separated from a spouse and has a minor child or children.
Displaced Homemakers	An individual who: (A)(i) has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills; (ii) has been dependent on the income of another family member but is no longer supported by that income; or (iii) is a parent whose youngest dependent child will become ineligible to receive assistance under part A of title IV of the Social Security Act (42 U.S.C. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under such title; and (B) is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment.
Limited English Proficiency	A secondary school student, an adult, or an out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and— (A) whose native language is a language other than English; or (B) who lives in a family or community environment in which a language other than English is the dominant language.
Unknown	Use this enumeration when the specific enumeration is unknown for the session being reported.

Instructions:

- You are required to submit this data element for each student who has been identified in one or more of the special population categories above, if receiving Perkins funding at your institution.
- Choose as many enumerations as are applicable to the student.
- The student is required to identify, provide paperwork/documentation, and request accommodations to receive benefits from Perkins funds.

Usage: College Degrees and Certificates Awarded, Student Pathways Data File

State Province Code

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Conditionally Required	0	1	2	2	Select only one code from the PESC Guide in Appendix A

Definition: The state or province abbreviation of the student's legal home permanent state.

Specifications or Enumerations: Select only one code from the PESC Guide in Appendix A

Format Example: MI

Instructions:

- You are required to submit this data element if the student permanently resides in the United States or Canada.
- Enter the two-digit alpha state or province abbreviation of the student's permanent residence.
- This is a two-digit alpha code.
- This data element reflects the current state or province in which the student resides, not necessarily what the state/province was at the time of admission. This characteristic should be updated each STARR Collection if the student's state/province of residence changes.
- If you enter anything longer than the two-character maximum, the system will generate a file-level error and will reject the file upon upload.

Tips:

- This data element is intended to align with the NCES CEDS definition of United States Citizenship Status.
- For entering freshman, permanent state (state of residence) may be the legal permanent state (state of residence) of a parent or guardian.
- State province codes can be accessed in Appendix A (page 62) of the [PESC Education Course Inventory](#).

Student Level

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1			Select only one from the table below

Definition: Classification of a person enrolling in courses at a postsecondary institution.

Specifications or Enumerations:

Enumeration	Definition
Undergraduate	A person enrolling in courses at the postsecondary institution at the undergraduate level.
Graduate	A person enrolling in courses at the postsecondary institution at the graduate level.

Instructions:

- You are required to report this data element.
- You may not report blanks.

Usage: College Destination, 24 College Credit, College Transfers, Undergraduate College Enrollment, Student Pathways Data File, Postsecondary Success Rates

Student Suffix

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Optional	0	1	1	10	Select only one from the table below

Definition

The expression of a student's generation within a family.

Specifications or Enumerations

Enumeration	Definition
JR	Junior
SR	Senior
I	The 1st
II	The 2nd
III	The 3rd
IV	The 4th
V	The 5th
VI	The 6th
VII	The 7th
VIII	The 8th
IX	The 9th
X	The 10th

Instructions

- Enter the student's generation within a family.
- The suffix is not to be attached to the last name in the Last Name data element.
- If you enter anything other than one of the 12 acceptable enumerations, the system will generate a file-level error and will reject the file upon upload.

Suggested Validation Check

- The word "null" cannot be used.
- The suffix cannot be included in the Last Name characteristic.

Tips

- If your student information system includes the suffix in the last name characteristic, the two characteristics will need to be split apart and reported in separate fields.

Usage: Student Pathways Data File

Submitting Entity

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	5	5	Numeric

Definition: The five-digit state-assigned code for the postsecondary institution.

Specifications or Enumerations: Numeric

Format Example: 09876

Instructions:

- You are required to report this data element.
- Enter the five-digit state-assigned code as it appears in the EEM.
- If you enter anything other than a five-digit code, the system will generate a file-level error and will reject the file upon upload.
- The code is five-digits. Do not cut off the leading zero.
- You may not report blanks.

Usage: Dual Enrollment Tuition and Fees, College Enrollment by High School, College Destination, 24 College Credit, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Student Pathways Data File, College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone, College Degrees and Certificates Awarded, Student Pathways CTE

UIC

Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length	Specifications or Enumerations
Required	1	1	10	10	Numeric

Definition: The 10-digit UIC produced by CEPI and assigned to each student.

Specifications or Enumerations: Numeric

Format Example: 1234567890

Instructions:

- You are required to submit this data element.
- Enter the 10-digit UIC for the student as assigned by CEPI.
- This is a 10-digit number. If present, do not cut off the leading zero.
- Do not submit a student record that you do not have a UIC for; CEPI cannot use these records.
- You can acquire a student's UIC from the student's Parchment electronic transcript or through the IHE Request for UIC Collection in the MSDS. For more information, view the [IHE Request for UIC](#) link on the [CEPI Postsecondary Applications web page](#).
- If you enter anything shorter than the 10-character minimum or longer than the 10-character maximum, the system will generate a file-level error and will reject the file upon upload.
- You may not report blanks.

Suggested Validation Check:

- The UIC must correspond to that student record.
- Compare your UIC to that on the student's electronic transcript.
- "0000000000" cannot be used.

Tips:

- If a student has more than one UIC, these need to be linked. For instructions on how to link UICs, view the [IHE Request for UIC](#) link on the [CEPI Postsecondary Applications web page](#).

Usage: Dual Enrollment Tuition and Fees, College Enrollment by High School, College Destination, 24 College Credit, Remedial Coursework Report, College Transfers, Undergraduate College Enrollment, Student Pathways Data File, College Progression by Graduating Class, Postsecondary Success Rates, Promise Zone, College Degrees and Certificates Awarded, Student Pathways CTE

Appendix A: STARR Component and Characteristics in Schema Order

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
Submitting Entity		Yes	1	1		
	SubmittingEntity Code	Yes	1	1	5	5
Student		Yes	1	∞		
Personal Core		Yes	1	1		
	UIC	Yes	1	1	10	10
	LastName	Yes	1	1	1	50
	FirstName	Yes	1	1	1	50
	MiddleName	Optional	0	1	1	50
	StudentSuffix	Optional	0	1	1	10
	DateOfBirth	Yes	1	1		
	MultipleBirthOrder	Optional	0	1	1	1
	Gender	Yes	1	1		
	PreviousLastName	Optional	0	1	1	50
Student Demographics		Yes	1	1		
	EntryDate	Yes	1	1		
	LocalStudentID	Yes	1	1	1	20
	EthnicityCode	Yes	1	1		
	RaceCode	Yes	1	1		
	StateProvinceCode	Conditionally Required	0	1	2	2
	CTE	Optional	0	1		
	MilitaryStatus	Optional	0	1		
Academic Record		Yes	1	1		
Academic Award		No	0	∞		
	AcademicAward Level	Conditionally Required	1*	1		
	AcademicAward Date	Conditionally Required	1*	1		
	AcademicAward Title	Conditionally Required	1*	1	1	80

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
	DegreeCIPCode	Conditionally Required	1*	1	5	7
Academic Session		Yes	1	∞		
	ResidencyStatus Code	Yes	1	1		
	SpecialPopulations	No	0	6		
	PellGrant	Yes	1	1		
	SessionStartDate	Yes	1	1		
	SessionEndDate	Yes	1	1		
	SessionName	Yes	1	1		
	SessionType	Yes	1	1		
	PrimaryAcademic Level	Optional	1	1		
	DegreeOrCertificateSeekingStudent	Yes	1	1		
	StudentLevel	Yes	1	1		
	EnrollmentInPostsecondaryAwardLevel	No	0	1		
	PostsecondaryEnrollmentType	Yes	1	1		
	HighSchoolStudent	Yes	1	1		
	AcademicSessionGradePointAverage	Yes	1	1		
	CumulativeGradePointAverage	Yes	1	1		
Academic Program		No	0	∞		
	ProgramCIPCode	Conditionally Required	0	1	5	7
	AcademicProgram Type	Conditionally Required	1*	1		
	AcademicProgram Name	Conditionally Required	1*	1	1	60
Course		Yes	1	∞		
	CourseStartDate	Yes	1	1		
	CourseEndDate	Yes	1	1		

Component Name	Characteristic Name	Required	Minimum Occurrences	Maximum Occurrences	Minimum Length	Maximum Length
	CourseSubjectAbbreviation	Yes	1	1	1	10
	CourseNumber	Yes	1	1	1	15
	CourseCIPCode	Optional	0	1	5	7
	CourseTitle	Yes	1	1	1	60
	CourseCreditBasis	Yes	1	2		
	CourseCredit Attempted	Yes	1	1		
	CourseCredit Earned	Yes	1	1		
	CourseAcademic GradeStatusCode	Yes	1	1		
	CourseAcademic Grade	Conditionally Required	0	1		
	CourseAcademic GradeScaleCode	Yes	1	1		
	AcademicLetter Grade	Conditionally Required	0	1	1	10
	ContactHours	Optional	0	1		

*If the component this characteristic falls within is submitted in the STARR file, then you must also submit this characteristic. To see which components are part of a higher-level component (for example, Personal Core is within the Student component) please reference the 2018 STARR Data Field Layout table on the [CEPI Postsecondary Applications web page](#).